

IN THE HOUSE OF REPRESENTATIVES

HOUSE BILL NO. 515, As Amended

BY STATE AFFAIRS COMMITTEE

AN ACT

1 RELATING TO COPIES OF CERTAIN REPORTS; AMENDING SECTION 67-1903, IDAHO
2 CODE, TO PROVIDE THAT EACH AGENCY, DEPARTMENT AND COMMISSION SHALL
3 SEEK TO MINIMIZE THE NUMBER OF CERTAIN PRINTED COPIES; AMENDING SECTION
4 67-1904, IDAHO CODE, TO PROVIDE FOR PERFORMANCE REPORTS AND OTHER DOCU-
5 MENTS AND TO PROVIDE THAT EACH AGENCY, DEPARTMENT AND COMMISSION SHALL
6 SEEK TO MINIMIZE THE NUMBER OF CERTAIN PRINTED COPIES.
7

8 Be It Enacted by the Legislature of the State of Idaho:

9 SECTION 1. That Section 67-1903, Idaho Code, be, and the same is hereby
10 amended to read as follows:

11 67-1903. STRATEGIC PLANNING. (1) Each state agency shall develop and
12 submit to the division of financial management in an electronic format a com-
13 prehensive strategic plan for the major divisions and core functions of that
14 agency. The plan shall be based upon the agency's statutory authority and,
15 at a minimum, shall contain:

16 (a) A comprehensive outcome-based vision or mission statement covering
17 major divisions and core functions of the agency;

18 (b) Goals for the major divisions and core functions of the agency;

19 (c) Objectives and/or tasks that indicate how the goals are to be
20 achieved;

21 (d) Performance measures, developed in accordance with section
22 67-1904, Idaho Code, that assess the progress of the agency in meeting
23 its goals in the strategic plan, along with an indication of how the
24 performance measures are related to the goals in the strategic plan;

25 (e) Benchmarks or performance targets for each performance measure
26 for, at a minimum, the next fiscal year, along with an explanation of the
27 manner in which the benchmark or target level was established; and

28 (f) An identification of those key factors external to the agency and
29 beyond its control that could significantly affect the achievement of
30 the strategic plan goals and objectives.

31 (2) The strategic plan shall cover a period of not less than four (4)
32 years forward including the fiscal year in which it is submitted, and shall
33 be updated annually.

34 (3) The strategic plan shall serve as the foundation for developing the
35 annual performance information required by section 67-1904, Idaho Code.

36 (4) When developing a strategic plan, an agency shall consult with the
37 appropriate members of the legislature, and shall solicit and consider the
38 views and suggestions of those persons and entities potentially affected by
39 the plan. Consultation with legislators may occur when meeting the require-
40 ment of section 67-1904(7), Idaho Code.

41 (5) Strategic plans are public records and are available to the public
42 as provided in section 9-338, Idaho Code.

1 (6) Each agency, department and commission shall seek to minimize the
2 number of printed copies of strategic plans and annual reports by using
3 electronic versions whenever possible, and by printing only a limited number
4 sufficient for internal needs or anticipated requests for copies for which
5 electronic versions are otherwise inadequate.

6 SECTION 2. That Section 67-1904, Idaho Code, be, and the same is hereby
7 amended to read as follows:

8 67-1904. PERFORMANCE MEASUREMENT. (1) Every fiscal year, as part of
9 its budget request, each agency shall prepare an annual performance report.
10 The report shall be comprised of two (2) parts:

11 (a) Part I shall contain basic profile information for the prior four
12 (4) fiscal years including statutory authority, fiscal year revenue and
13 expenditure information and any informative breakdowns such as amounts
14 from different revenue sources, types of expenditures, and data about
15 the number and types of cases managed and/or key services provided to
16 meet agency goals.

17 (b) Part II shall contain:

18 (i) Not more than ten (10) key quantifiable performance measures,
19 which clearly capture the agency's progress in meeting the goals
20 of its major divisions and core functions stated in the strate-
21 gic plan required in section 67-1903, Idaho Code. The goal(s) and
22 strategies to which each measure corresponds shall also be pro-
23 vided. More measures may be requested by the germane committee
24 chairs through the process set forth in subsection (7) of this sec-
25 tion.

26 (ii) Results for each measure for the prior four (4) fiscal years.
27 In situations where past data is not available because a new mea-
28 sure is being used, the report shall indicate the situation.

29 (iii) Benchmarks or performance targets for each measure for, at
30 a minimum, the next fiscal year, and for each year of the four (4)
31 years of reported actual results.

32 (iv) Explanations, where needed, which provide context impor-
33 tant for understanding the measures and the results, and any other
34 qualitative information useful for understanding agency perfor-
35 mance.

36 (v) Attestation from the agency director that the data reported
37 has been internally assessed for accuracy, and, to the best of the
38 director's knowledge, is deemed to be accurate.

39 (2) Each agency performance report shall be presented in a consistent
40 format, determined by the division of financial management, which allows for
41 easy review and understanding of the information reported.

42 (3) Each agency shall review the results of the performance measures
43 compared to benchmarks or performance targets and shall use the information
44 for internal management purposes.

45 (4) Each agency shall maintain reports and documentation that support
46 the data reported through the performance measures. This information shall
47 be maintained and kept readily available for each of the four (4) years cov-
48 ered in the most recent performance report.

1 (5) The performance report shall be submitted by the agency to the divi-
2 sion of financial management and the budget and policy analysis office of the
3 office of legislative services by September 1 of each year. In fiscal year
4 2006, agencies shall submit part I of the performance report required by sub-
5 section (1) (a) of this section no later than November 1, and are exempt from
6 submitting part II of the performance report required by subsection (1) (b)
7 of this section. In accordance with section 67-3507, Idaho Code, agency per-
8 formance reports shall be published each year as part of the executive budget
9 document.

10 (6) The office of budget and policy analysis of the office of legisla-
11 tive services may incorporate all or some of the information submitted under
12 this section in its annual legislative budget book.

13 (7) Each agency shall orally present the information from the perfor-
14 mance report to its corresponding senate and house of representatives ger-
15 mane committees each year unless a germane committee elects to have an agency
16 present such information every other year. The presentations shall consist
17 of a review of agency performance information and shall provide an oppor-
18 tunity for dialogue between the agency and the committees about the suffi-
19 ciency and usefulness of the types of information reported. Following any
20 discussion about the information reported, the germane committees, in ac-
21 cordance with the requirements of this section, may request any changes to be
22 made to the types of information reported. In fiscal year 2006, each agency
23 shall be required only to present part I of the performance report required
24 in subsection (1) (a) of this section and, at a minimum, a progress report on
25 the implementation of part II of the performance report as set forth in sub-
26 section (1) (b) of this section.

27 (8) If an agency and its corresponding germane committees determine
28 that it is not feasible to develop a quantifiable measure for a particular
29 goal or strategy, the germane committees may request an alternative form of
30 measurement.

31 (9) The senate and the house of representatives germane committees
32 should attempt to meet jointly to hear and discuss an agency's performance
33 report and achieve consensus regarding the types of measures to be reported.

34 (10) Any performance report or document required by this section shall
35 be produced electronically and transmitted to the division of financial
36 management and the legislative services office electronically. Addition-
37 ally, the agency shall have the performance report or document required
38 by this section available on its website so that the public may access it.
39 Each agency, department and commission shall seek to minimize the number of
40 printed copies of strategic plans and annual reports by using electronic
41 versions whenever possible, and by printing only a limited number sufficient
42 for internal needs or anticipated requests for copies for which electronic
43 versions are otherwise inadequate.